

**PHONE**  
019-9070065

**EMAIL**  
ainulaqilah98@gmail.com



## AINUL AQILAH AFFENDY

### PROFESSIONAL PROFILE

A committed and well-motivated young person who aspires to hold a position where able to interact with customers daily. With very good communication skills, a clear and friendly voice, reliable and highly motivated. Possessing an excellent communication skill and an ability to communicate professionally with people at all levels and adapt quickly to new environment. Willing to learn new tasks, reliable, punctual, hardworking, and able to work well on own initiative or work well under a team and can demonstrate the high levels of motivation required to meet the tightest of deadlines.

### PROFILE

NRIC : 980323-01-5300  
Age : 25 Years old  
Date of Birth : 23 March 1998  
Gender : Female  
Religion : Islam  
Nationality : Malaysian

#### Address

A-07-07, Block A, H20 Residence,  
Jalan Wangsa Perdana 3, No.1,  
Jalan PJU 1a/1, Ara Damansara,  
47301, Petaling Jaya, Selangor.

### COURSEWORK

#### Relevant Coursework :

- Administration Section
- Project Management
- Customer Service
- Secretary
- Assistant
- Staff supervision
- Beautician
- Beauty Consultant
- Admin Sales Marketing
- Sales Marketing

### COMPUTER SKILL

- Microsoft Word
- Microsoft Excel
- Microsoft Power Point

### EDUCATION

#### UNIVERSITI KUALA LUMPUR BUSINESS SCHOOL

Field of study : BACHELOR OF BUSINESS ADMINISTRATION  
(HONS) IN MANAGEMENT & ENTREPRENEURSHIP  
Duration : 2020 – 2022  
CGPA : 3.27

#### UNIVERSITY SULTAN AZLAN SHAH (USAS)

Field of study : DIPLOMA IN BUSINESS ADMINISTRATION  
Duration : 2016 – 2019  
CGPA : 2.79

#### SEKOLAH MENENGAH KEBANGSAAN DATO' MAHMUD PADUKA RAJA (1)

Field of study : Sijil Pelajaran Malaysia (SPM)  
Duration : 2014 – 2015

#### SEKOLAH MENENGAH KEBANGSAAN AGAMA NAIM LILBANAT

Field of study : Penilaian Menengah Rendah (PMR)  
Duration : 2011 – 2013

### WORK EXPERIENCES

#### BATIK AIR AIRLINES

Position : Intern As Admin Cabin Crew Department  
Duration : 01 Aug 2022 – 18 Nov 2022  
Job Duties :

- Ensure that cabin crew training documentation is completed and updated.
- Functions as check cabin crew, evaluates cabin crew performances for release to active flight duty upon training completion.
- Conducts regular in-flight checks to ensure cabin crew comply with the airline's safety and emergency and flight services standards.
- Make sure cabin crew services are up to date.
- Disciplinary guidelines set out by the in-flight services team.
- Interview applicants for cabin crew recruitment
- Serves as panelist during cabin crew revalidation
- Conducts investigation on administrative cases involving cabin crew assigned to roster and recommends disciplinary action to be meted on cabin crew

## LANGUAGES

Malay (Spoken & Written)



English (Spoken & Written)



## EMERGENCY NUM

**MOHAMMAD @ MOHD AFFENDY  
BIN ZAKARIA**

Relationship : Father  
Phone : 017-9596687

**AFFDHALIA QISTINA BINTI  
MOHAMAD @ MOHD AFFENDY**

Relationship : Sister  
Phone : 011-26337554

## REFERENCE

**PN. HANIZA**

Owner Hannan Medispa Ampang.  
A-12G Block A, Dataran Palma  
Ampang, Jalan Selaman 1/1,  
Ampang, 68000, Kuala Lumpur.  
Phone : 017-2966199

**PN. NOORSAIDA BINTI HERMAN.**

Senior Admin Executives in Cabin  
Crew Department  
B2-1, Malindo Airways Sdn Bhd,  
Meritus Tower @ Oasis Corporate  
Park 0, Jalan PJU 1a/2, Ara  
Damansara, 47301, Petaling Jaya,  
Selangor.

### HANNAN MEDISPA AMPANG

Position : Beautician Cum Admin Sales Marketing

Duration : Jan 15 2020 – 18 Sept 2020

Job Duties :

- Provide professional consultation by recommending and tailoring services for customers
- Ensure that branch and personal sales targets are attained and exceeded
- Provide excellent customer service and able to meet beyond client's expectations
- Build and maintain good relationship with customers which include handling of customer inquiries and complaints
- Promote sales and brand awareness to clients
- Schedule appointments for beauticians and therapists
- Follow-up with customers after treatment
- Maintain a high level of workplace hygiene and cleanliness
- Work closely with colleagues in order to achieve company goals
- Diligent and always punctual at work and when report submission
- Daily operation and administrative task when required.

### HANNAN MEDISPA AMPANG

Position : Beautician

Duration : July 16 2019 – 15 Jan 2020

Job Duties :

- Applying makeup, performing facials, and recommending skincare therapies.
- Performing manicures and pedicures, nail art, and colour recommendations.
- Suggesting guidelines on personal skincare regimes.
- Cross-selling beauty therapies and products.
- Making appointments and documenting treatments.
- Keeping your workstation and tools clean and sterile.
- Taking stock and ensuring there are adequate supplies.

### JABATAN KASTAM DIRAJA MALAYSIA, BUKIT BUNGA, KELANTAN

Position : Practical student (Administration Section)

Duration : Sept 30 2018 – 03 Jan 2019

Job Duties :

- Answer phones and greet visitors
- Schedule appointments and maintain calendars
- Prepare communications, such as memos, emails, invoices, reports and other correspondence
- Write and edit documents from letters to reports and instructional documents
- Create and maintain filing systems, both electronic and physical.

### BAHASA MELAYU, ENGLISH, AND MATHEMATICS HOME TUTOR

Duration : Dec 2015 – July 2016

Job Duties :

- Teaching for year 2, 4, 5, 6, form 1 and 2.
- Assisting students with homework, assignment, projects, talks, and presentations for effective outcomes.
- Recommend books, learning tools, research strategies, and other learning materials to students
- Manage and organize the learning environment efficiently to improve the overall tutoring outcome
- Monitor student performance or assist students in learning environment
- Prepare learning materials and schedule tutoring sessions according to academic needs and goals
- Make informed decision on the best strategy and module for teaching each specific student according to their strength

# INTERVIEW APPRAISAL FORM

Name : Ainul Anisah Affendy Position : Training Executive Date : 10/13/2023

Interviewer's name : Muhammad Afif Nugraatama Designation : HR Dept : HR

PHYSICAL APPEARANCE	Unpleasant appearance	Appears to lack energy	Good physical appearance	Appears fit and alert	Exceptionally energetic	3
	1	2	3	4	5	
TRAITS	Nervous and embarrassed	Stiff and uncomfortable	comfortable and at ease	Alert and free of tension	Unusually self possessed/alert	3
	1	2	3	4	5	
CONFIDENCE	Shy, retiring, arrogant	Submissive, and argumentative	Reasonably self assured	Shows self confidence	Self assured and inspires confidence	4
	1	2	3	4	5	
EXPRESSION OF IDEAS	Unclear and illogical	Not well defined or expressed	Makes sense	Convincing thoughts	Exceptionally good and logical	4
	1	2	3	4	5	
EXPERIENCE	No experience at all	Experience not suitable but helpful	Fair experience	Experience suits job	Experienced, suits job very well	3
	1	2	3	4	5	
EDUCATION	No education at all	Basic education but not enough	Sufficient education	Has relevant qualifications and certificates	Has additional qualifications, Diploma/Degree	4
	1	2	3	4	5	
MOTIVATION & AMBITION	No motivation and ambition	Little interest, seems to be complacent	Interest fair, and reasonable desire to succeed	Definite future wants to succeed	Ambitious, high aims, planned aims, of success	4
	1	2	3	4	5	
COMMUNICATION SKILL	No skill at all	Little skill	Reasonable amount of skill	Good skill	Exceptionally good skill	3
	1	2	3	4	5	
SUPERVISORY SKILL	Lacking in such skill	Has skills but not enough	Reasonably skilled	Good skill	Exceptionally good skill and experience	4
	1	2	3	4	5	
ADAPTABILITY	Incompatible	Alright but not good enough	Reasonably sufficient	Good adaptability	Can definitely adapt well	3
	1	2	3	4	5	
<b>TOTAL</b>						<b>35</b>

Recommendations for employment :

YES / NO / KIV

Comments : Good For Protege

Signature of Interviewer : *amf* Basic salary : \_\_\_\_\_ Allowances : \_\_\_\_\_

Reporting to : \_\_\_\_\_ Department : \_\_\_\_\_ Section : \_\_\_\_\_

Commencing date : \_\_\_\_\_ Probation : \_\_\_\_\_ Others : \_\_\_\_\_

Verified by HRD : \_\_\_\_\_ Approved by : \_\_\_\_\_ Date : \_\_\_\_\_

# INTERVIEW APPRAISAL FORM



Name : AINUL AQILAH AFFENDY Position : PROTÉGÉ (TRAINING EXECUTIVE) Date : 10/03/2023

Interviewer's name : ADAM ZAFRAN GEORGE Designation : TRAINING MANAGER Dept : TRAINING

PHYSICAL APPEARANCE	Unpleasant appearance 1	Appears to lack energy 2	Good physical appearance 3	Appears fit and alert 4	Exceptionally energetic 5	4
TRAITS	Nervous and embarrassed 1	Stiff and uncomfortable 2	comfortable and at ease 3	Alert and free of tension 4	Unusually self possessed/alert 5	3
CONFIDENCE	Shy, retiring, arrogant 1	Submissive, and argumentative 2	Reasonably self assured 3	Shows self confidence 4	Self assured and inspires confidence 5	3
EXPRESSION OF IDEAS	Unclear and illogical 1	Not well defined or expressed 2	Makes sense 3	Convincing thoughts 4	Exceptionally good and logical 5	4
EXPERIENCE	No experience at all 1	Experience not suitable but helpful 2	Fair experience 3	Experience suits job 4	Experienced. suits job very well 5	3
EDUCATION	No education at all 1	Basic education but not enough 2	Sufficient education 3	Has relevant qualifications and certificates 4	Has additional qualifications, Diploma/Degree 5	4
MOTIVATION & AMBITION	No motivation and ambition 1	Little interest, seems to be complacent 2	Interest fair, and reasonable desire to succeed 3	Definite future wants to succeed 4	Ambitious, high aims, planned aims, of success 5	3
COMMUNICATION SKILL	No skill at all 1	Little skill 2	Reasonable amount of skill 3	Good skill 4	Exceptionally good skill 5	4
SUPERVISORY SKILL	Lacking in such skill 1	Has skills but not enough 2	Reasonably skilled 3	Good skill 4	Exceptionally good skill and experience 5	3
ADAPTABILITY	Incompatible 1	Alright but not good enough 2	Reasonably sufficient 3	Good adaptability 4	Can definitely adapt well 5	3
<b>TOTAL</b>						<b>34</b>

Recommendations for employment :

YES / ~~NO~~ / ~~KIV~~

Comments : RECOMMENDED FOR PROTÉGÉ (TRAINING EXECUTIVE)

Signature of Interviewer : [Signature] Basic salary : N/A Allowances : RM2000.00  
 Reporting to : ADAM ZAFRAN GEORGE Department : TRAINING Section : TRAINING  
 Commencing date : ..... Probation : ..... Others : .....  
 Verified by HRD : ..... Approved by : ..... Date : .....

**For Office Use : HRIS**

Interview

Date:

Panel Interview :

Checked :

Date &amp;

Initial



Please Affix a  
Recent Passport Size  
Photograph

## EMPLOYMENT APPLICATION FORM

### PERSONAL PARTICULARS

Name as per NRIC : AINUL AQILAH BINTI MOHAMAD @ MOHD AFFENYOY

Preferred Name : AQILAH Gender : Male [ ] Female [✓]

Old I/C No. : New I/C No. : 980323 - 01-5300

Nationality : MALAYSIAN Passport No. :

Date of Birth : 23 / 3 / 1998 Place of Birth : JOHOR

Age : 25 Marital Status : MARRIED

Permanent Address (house)  
LOT 9846, JALAN WAN AHMAD, TAMAN  
SL SURIA, 17500, TANAH MERAH,  
KELANTAN.

Correspondence Address (mailing)  
Effective Until : OCT 2024  
A-07-07, H20 RESIDENCE, JALAN PJ4  
1A/1, ARA DAMANSARA, 47301, PETALING  
JAYA.

Tel No. :	(House)	Tel. No. :	(House)
	(Mobile) 019-9070065		(Office)

Fax No. : E-mail :

### FAMILY PARTICULARS

i) Name of Spouse (if applicable) : MOHAMMAD AMIRUL ZAHIM BIN ZURADI  
Occupation : SHOPEE XPRESS SDN. BHD  
Name of Employer : SENIOR ANALYST  
Tel No. : 017-6250369

ii) Details of Children (if applicable)

Name	Gender	Birth Date	Level of Education
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
4. _____	_____	_____	_____
5. _____	_____	_____	_____
6. _____	_____	_____	_____

iii. Do you have any family members currently employed in Galaxy Aerospace (M) Sdn. Bhd. or working in Gading Group? If yes, please specify.

### EDUCATIONAL DETAILS

Name of School/College/University	START	FINISH	Qualification obtained (CGPA/Class)
	month/year	month/year	
Secondary Education(s) SMK DATO' MAHMUD PADUKA KAJA (1)	2014	2015	PMR/PT3 Grade : 8A1D Aggregate : SPM Grade : Aggregate :
A-Level/STPM/Matriculation(s)			Result(s) :
Certificate(s)			Major : Grade :
Diploma Course(s) DIP. BUSINESS ADMINISTRATION	2016	2019	Major : CGPA/Grade : 2.79
Degree Course(s) BACHELOR OF DEGREE IN BUSINESS ADMINISTRATION IN MANAGEMENT AND ENTREPRENEURSHIP	2020	2022	Major : Minor : CGPA/Class : 3.27
Post Graduate Course(s)			Area of study : CGPA/Class :
Professional Qualification(s)			Level/Stage :

### COURSE / TRAINING ATTENDED

Title(s)	Organised by	Date attended	Location

### LANGUAGE PROFICIENCY

### COMPUTER LITERACY

* Please indicate (Average, Good, Excellent)		• Are you familiar in operating a computer? <input checked="" type="radio"/> Yes*/No
Bahasa Melayu English : _____ Others : _____	* Written EXCELLENT GOOD	• List of PC Software that you are familiar with MICROSOFT WORDS, EXCELL, POWERPOINT
	* Spoken EXCELLENT GOOD	
<b>OTHER SKILLS ( Please Specify )</b>		

### EXTRACURRICULAR ACTIVITIES (SPORTS, CLUBS, ETC.)

Highest Achievements or Current Involvement	
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## WORKING EXPERIENCE

Name of Organization and Position Held	Period of Employment			Summary of responsibility	Last drawn/current salary	Reason(s) for leaving/wanting to leave
	From (mm/yy)	To (mm/yy)	Total No. of years			
1. INTERN AS ADMIN JABATAN KASTAM DI RAJA MALAYSIA	2018	2019		CREATE AND FILING SYSTEM. BOTH ELECTRONIC AND PHYSICALS	-	FINISHED STUDY
2. BEAUTICIAN	2019	2020		PERFORMING FACIALS	RM1560	PROMOTED
3. BEAUTICIAN CUM ADMIN SACRES	2020	2020		SELLING TREATMENTS AND BEAUTY PRODUCTS	RM1860	CONTINUE STUDY
4. INTERN AS ADMIN CABIN CREW AT BATIK AIR AIRLINES	AUG 2022	NOV 2022		ENSURE FAF THAT CABIN CREW TRAINING DOCUMENTATION COMPLETED.	RM300	FINISHED STUDY

Please use attachment for additional information.

REMUNERATION DETAILS ON CURRENT/LAST EMPLOYMENT		TRANSPORTATION	
Basic monthly salary:	Bonus (No. of months): _____ Contractual : _____ Variable : _____	Do you possess your own transport Yes : <u>YES CAR</u> No : _____	What type of transport license do you have? B2,D,Others(Please specify) : <u>D</u>
Allowances (Please specify if any) : Car Privilege Type : _____ Driver : (Yes/No) _____ Petrol Allowance/month : _____	Loan subsidy : Interest rate _____ House (Yes/No) : _____ % Car (Yes/No) : _____ % Others : _____ %	Other Benefits (If any):	
Expected monthly salary: RM 2500		Resignation notice period :	

What is your greatest achievement in your previous/current career?

GETTING PROMOTED FROM BEAUTICAM TO ADMIN SALES

Is there any other information (personal or work experience) which is relevant to this application?

(If yes, please specify)

NO.

Have you been interviewed before in Galaxy Aerospace or Gading Group? If yes, please provide the position interviewed for and date of the interview.

NO. I HAVE 'NT.

**PERSONAL REFERENCES (NON-RELATIVES / NONSCEMPLOYEE)**

Name : ANIS SHUADAH

Address : A16-106, JALAN 4/27a,

SEKSYEN 2, WANGSA MAJU,

5300, KUALA LUMPUR.

Tel No. : 011-14369304

Relationship : FRIEND

Name : NUR BAZILAH

Address : A16-106, JALAN 4/27a,

SEKSYEN 2, KUALA LUMPUR,

Tel No. : 017-5038352

Relationship : FRIEND

**DECLARATION**

I hereby declare that all the information given in this employment application form is true and complete. Any false information provided would subject myself to possible disciplinary action by Galaxy Aerospace (M) Sdn. Bhd. or Gading Group of Companies.

Signature :



Date :

10/3/2023